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The Ultimate Guide for the Perfect Hen Night!

1. **Planning is essential**– it won't just happen without a plan and someone responsible for making sure it happens.. This can be the bride or bridesmaid, friend or relative – just as long as someone does agree to do the organising! That's the first golden rule!
2. **Find out what the Bride wants or is expecting!** If the Bride isn't organising the hen night then whoever does must make sure that they find out what the Bride wants or is expecting - its great to have surprises – but do make sure its not a shock!
3. **Don't risk offending anyone by forgetting to invite them.** Use the guest list plus ask the bride about other friends or work colleagues she would want to ask along - **even if** you are all fairly certain they will refuse! The second golden rule is if you think a person might be offended if they were not invited, then it's generally best to ask them. *People like to be invited – even if they then decide the actual activity is not for them and refuse – they feel better for being asked.*
4. **Make sure you explain what will be involved to ALL the guests** — check that they are comfortable with what you've chosen, you can then be confident they will all turn up on the night! You will need to let all the guests (and the hen!) know what they will need to bring - for example a change of clothes, old photos, props etc
5. **Try to suit the majority budget** - you don't go over the top to have a successful hen party! It's better if everyone can afford to come rather than having an event which very few people can afford. Failing that, have a major event for the few and then another hen night for a wider circle of friends (although something like quad biking or karting can easily be designed to fit both of these criteria.) Visit www.team-action.co.uk or contact our Team-Action events manager sindy@team-action.co.uk and let us put together a hen party package designed exclusively for you.
6. **See if you can do a deal and get some discount** – its sometimes possible for larger parties. Also if you are going to pay for the hen – divide this between everyone and add it on the cost. Do make sure that everyone knows this is happening.
7. **Pre book everything!** This is especially important if it's a hotel, restaurant or activity like quading or karting. Make sure you have confirmed by email or letter and re-confirm the day or so before just to be sure.

8. **Make sure everyone knows how much it costs and is prepared to pay you before you book** – sometimes you can lose out if you have to pay deposits - especially air flights or hotel accommodation that is non-refundable.
9. **If you have to pay deposits make sure you get your money from everyone well in advance.** It's really difficult to get money after the event. You don't want to end up with a large bill to pay yourself!
10. **Give everyone your email address and mobile phone number to everyone who is invited.** Also get the same contact details from as many of the party as possible should there be any change of plan.
11. **Make sure everyone had an itinerary** – knows where they have to meet – what time etc. If it's a large hotel or railway station for example – which door you are meeting. Give a contact number for last minute changes/confirmations. If a map is needed make sure that everyone has one well in advance.
12. **Have a fall back meeting place** for late arrivals or people who get lost
13. **Think ahead** – make sure you have arranged how you will be getting home. Do you need to arrange taxi – or send young members of the party home earlier?
14. **A finally** – make sure that as the organiser you feel in control and relaxed - with well organised planning – so that you can be sure that the hen will have the time of her life!

This is a free Hen Night Organiser from Team-Action Ltd. We are always here to help so call our events manager sindy@teamaction.co.uk if you need further details (or if you think we can add to this guide) T: **01889 504000**

We also have a FREE Ultimate Stag Party Organiser www.team-action.co.uk Send us their email or contact details – or forward this address to your groom and best man.